ANS Correspondence

Toplitz, Robert L.

[Clay Adams Company,

Export, Import]

1920-1922

CLAY-ADAMS COMPANY, INC.

CABLE ADDRESS:
"SMADAYALC", NEW YORK

CODES:
BENTLEY'S
LIEBER'S
WESTERN UNION
A. B. C. 4TH EDITION

INTERNATIONAL MERCHANTS
MANUFACTURERS' AGENTS

EXPORT—IMPORT

100 FIFTH AVENUE

NEW YORK.

TELEPHONE CHELSEA 3660

YOUR REFERENCE No. _____

OUR REFERENCE No. _____

October 19,1920

Numismatic Museum,
Broadway & 156th St.,
New York City.

Dear Sirs:-

I have brought with me from Germany, about a dozen coins such as were issued by the City to cover the wants of small change.

If they are of interest to you, I shall be pleased to send them to you.

I also have a number of bills of paper money, which were issued for the same purpose. I don't know whether you are interested in currency of that type, but if you are, it also is at your disposal.

Yours very truly,

Robt L. Toplitz

ROBERT L. TOPLITZ

RLT*JI

OFFICE OF
THE SECRETARY

TELEPHONE
AUDUBON 2484

MUSEUM OPEN
10 - 5, WEEK-DAYS
1 - 5, SUNDAYS
LIBRARY OPEN
10 - 5, WEEK-DAYS

THE AMERICAN NUMISMATIC SOCIETY
BROADWAY, BETWEEN 155TH
AND 156TH STREETS
NEW YORK

October 20th, 1920

Robert L. Toplitz, Esq.
C/o Clay-Adams Company
100 Fifth Ave. New York

Dear Sir:

Thank you for your letter of October 19th, offering to present to our Museum some of the German Municipal issues in both paper and metal. We shall be very glad to have these, for although we are planning to exhibit a large collection of them soon, the collection is merely loaned us and does not include any paper money.

If you are interested, I shall be glad to make a note of the matter and have you informed when such exhibition takes place.

Thanking you for the interest you have manifested in the growth of our Collection, I am

Very respectfully yours,

Sydney P. Noe
Secretary

SPN/E

October 20th, 1920

Robert L. Toplitz, Esq.
C/o Clay-Adams Company
100 Fifth Ave. New York

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EXPORT—IMPORT

100 FIFTH AVENUE

TELEPHONE CHELSEA 3660

YOUR REFERENCE No. _____

OUR REFERENCE No. _____

NEW YORK, October 26,1920

Mr. Sidney P. Noe, Sec'y,
American Numismatic Society,
Broadway, between 155th & 156th Sts.,
New York City.

Dear Sir:-

I have mailed to you on October 23rd, by registered mail,eleven coins and eighteen pieces of paper money, which I have gathered in my travels through Europe.

I have friends there now collecting more of these coins and paper, and shall be pleased to send you them as soon as they are received.

Very truly,yours,

Robt L Toplitz

ROBERT L. TOPLITZ.

RLT*JI

October 27th, 1920

Robert L. Toplitz, Esq.
C/o Clay-Adams Company
100 Fifth Avenue, New York

Dear Sir:

Thank you very much for the 11 coins and 18 pieces of paper money collected by you in Europe, which you have so generously presented to our Society. We are very glad indeed to have them and appreciate your thought for us heartily. I note that you hope to add to this number.

If you call at our Museum at any time in the near future, I trust you will ask for me and let me thank you in person for your generosity.

Very respectfully yours,

Secretary

SPN/E

CLAY-ADAMS COMPANY, INC.

CABLE ADDRESS:
"SMADAYALC", NEW YORK

CODES:
BENTLEY'S
A. B. C. 5TH EDITION

INTERNATIONAL MERCHANTS
MANUFACTURERS' AGENTS

EXPORT—IMPORT

96 FIFTH AVENUE

TELEPHONE
CHELSEA 3660

YOUR REFERENCE No. _____

OUR REFERENCE No. _____

NEW YORK, January 11,1922.

American Numismatic Society,
Broadway & 156th Street,
New York City.

Dear Sirs:-

Mrs. Frances Bullion Toplitz, who is now in the service of the Friends Relief Mission (Quakers) has sent the enclosed currency with the attached notation to Mr. Toplitz.

If it is of any value to you, you may keep it with Mrs. Toplitz' compliments.

Yours very truly,

ROBERT L. TOPLITZ.

J. Isson

Sec'y.

JI*MS

January 12th, 1922

Robert L. Toplitz, Esq.
Clay-Adams Company, Inc.
96 Fifth Ave. New York

Dear Sir:

Your favour of January 11th enclosing a 10-Korona note of Hungary received. As we have not one of these, we are very glad to get it, and desire to extend our thanks to Mrs. Toplitz.

Very truly yours,

Curator

HW/E

CLAY-ADAMS COMPANY, INC.

CABLE ADDRESS:
"SMADAYALC", NEW YORK

CODES:
BENTLEY'S
A. B. C. 5TH EDITION

INTERNATIONAL MERCHANTS
MANUFACTURERS' AGENTS

EXPORT—IMPORT

96 FIFTH AVENUE

TELEPHONE
CHELSEA 3660

YOUR REFERENCE No. _____

OUR REFERENCE No. _____

NEW YORK, April 17,1922.

American Numismatic Society,
Broadway & 156th Street,
New York City.

Dear Sirs:-

Mr. Toplitz, who has just returned from a Trip in Germany, has collected some local moneys from the small towns he visited.. He is pleased to send them to you for whatever use you may find for this currency.

Particularly noticeable is the Car Check from Hamburg, which is accepted and used as currency in all the shops.

Yours very truly,

ROBERT L. TOPLITZ.

Per J. Isson
Sec'y.

Robert L Toplitz
To Clay adams.

JI*MS

April 22nd, 1922

Robert L. Toplitz, Esq.
C/o Clay-Adams Company
96 Fifth Avenue
New York City

Dear Sir:

We are in receipt of the German paper money and the Hamburg tokens which you kindly sent to our Museum. I ~~bag~~ to thank you very much for this donation to the Society's collection.

Very truly yours,

Secretary

HW/E

CLAY-ADAMS COMPANY, INC.

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"SMADAYALC", NEW YORK

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EXPORT—IMPORT

96 FIFTH AVENUE

TELEPHONE
CHELSEA 3660

YOUR REFERENCE No. _____

OUR REFERENCE No. _____

NEW YORK. May 3,1922.

American Numismatic Society,
Broadway and 156th Street,
New York City.

Dear Sirs:-

I am enclosing a Medal received by Mrs. Frances Bouillon Toplitz, in the course of the Relief Work she did in Europe. I trust that it will be useful to you.

Yours very truly,

C
ROBERT L. TOPLITZ.

J. Isson — Secy —

May 4th, 1922

Robert L. Toplitz, Esq.
Clay-Adams Company
96 Fifth Avenue,
New York City

Dear Sir:

We are in receipt of the Austrian medal, Signum Memoriae, presented to our museum by Mrs. Frances Bouillon Toplitz. Please convey to her our sincere thanks and appreciation.

Very truly yours,

Curator

HW/E

Cerg. New York

This folder belongs in Transfer Volume No. [illegible]

The preceding folder of this number is in Transfer Vol. No._____

ALPHABETICAL FILING.

1. Place in the file a set of Guide Cards indexed with the subdivisions of the alphabet. For a single file use 25 guides indexed from A to Z. For larger outfits we can supply guides alphabetically subdivided into sets of all sizes from 40 to 3000 A to Z, provided the quantity is a multiple of 20, as 40, 60, 80 100, etc. For such outfits we suggest the use of 40 guides to each file.

2. Write the name of firm, individual or subject on the folder using a separate folder for each heading, index said folder by placing it between the alphabetical guides.

NUMERICAL INDEXING.

3. Place in the file a set of guide cards numbered from 10 up in intervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. Number all folders consecutively then file them between the above mentioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card Cabinet with alphabetically indexed guide cards and a separate record card for each party having a folder. (Sample card especially printed for this purpose will be furnished on application.)

NOTE—It is very simple to cross-index any of the folders by using extra cards bearing the folder number and filed under titles pertaining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either on this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents and placing it in a transfer folder which in turn is placed in a transfer case numbered from 1 up. Under "Record of Transfers" be sure to enter the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once, in which case remove all the guides, folders and contents, placing them in a Vertical File Storage Transfer Case, then put a new set of guides and folders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue copy of your reply. This facilitates reference.

Folders are furnished in medium and heavy weights. For satisfaction and economy we recommend the use of heavy weight which wear well and easily stand vertically in the files.

Do not permit your supply of folders to become exhausted. They may be procured from our Agents in all large cities or our branch stores in New York City, Boston, Chicago, London.

The Globe-Wernicke Co.

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

MONTH	DAY	YEAR	NUMBER	MONTH	DAY	YEAR	NUMBE
Began using system							
				Sept.	9.	1910	